Air Force ADR Online Data Collection System
**Instructions for Administrative Functions**

Welcome to the Air Force Online Data Collection tool. This easy-to-use web-based system is intended for base ADR Champions and program managers to report their annual ADR data to SAF/GCD, as provided in AFI 51-1201, paragraphs 38 and 39.

The system is accessible via the Air Force ADR web site homepage at www.adr.af.mil. Click on the link to the data collection program on the What's New menu and you will be directed to the data collection launch page. From there, users can access the data entry module (intended for bases) and MAJCOMs and others with administrative rights can access the admin module. This brief guide will help lead you through the admin module, which is quite simple to use.

Initial Access and Login

MAJCOM ADR Champions and POCs are provided a user ID and password to log into the admin module. First, access the module via the Air Force ADR website, or you can access the module directly by entering "http://www.adr.af.mil/admin" (minus quotations) into your web browser (Internet Explorer version 5.5 or above, or Netscape version 6.1 or Mozilla 1.4 or above). Figures 1 and 2 show you how to access the admin module from the Air Force ADR website.
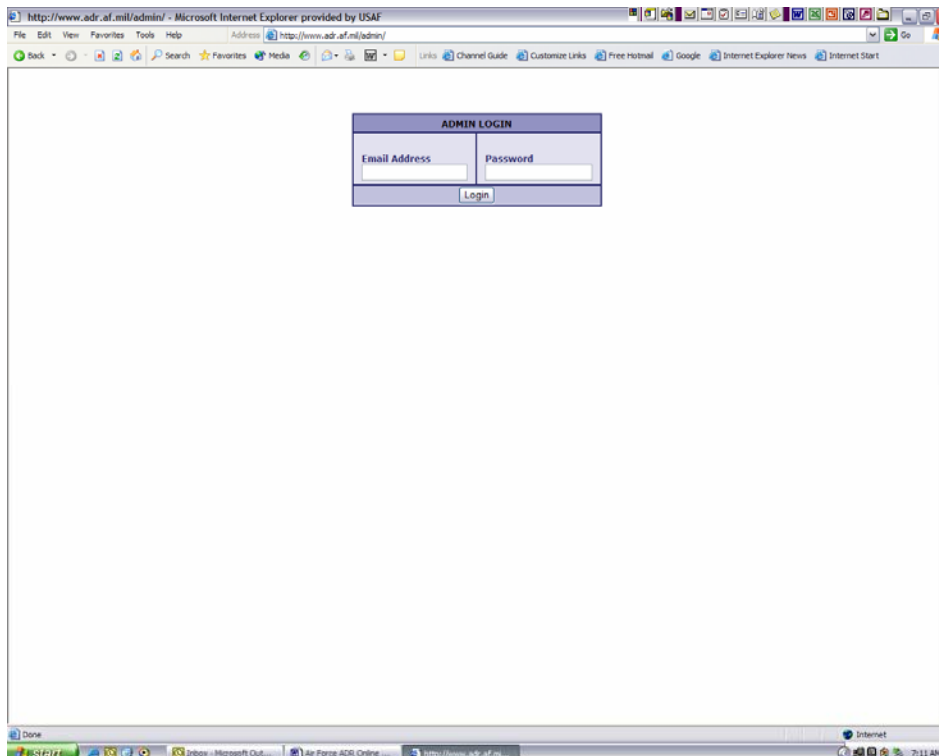
Figure 1. Access from AF ADR Homepage
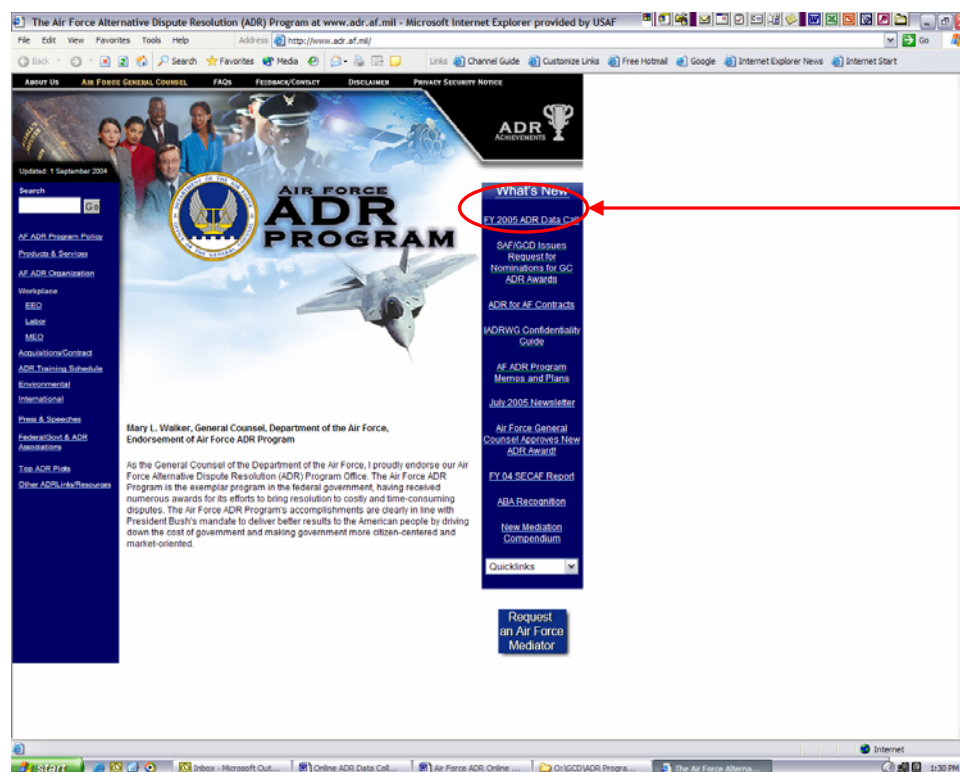
Click on FY05 Data Call link

Figure 2. Data Collection Tool Launch Site

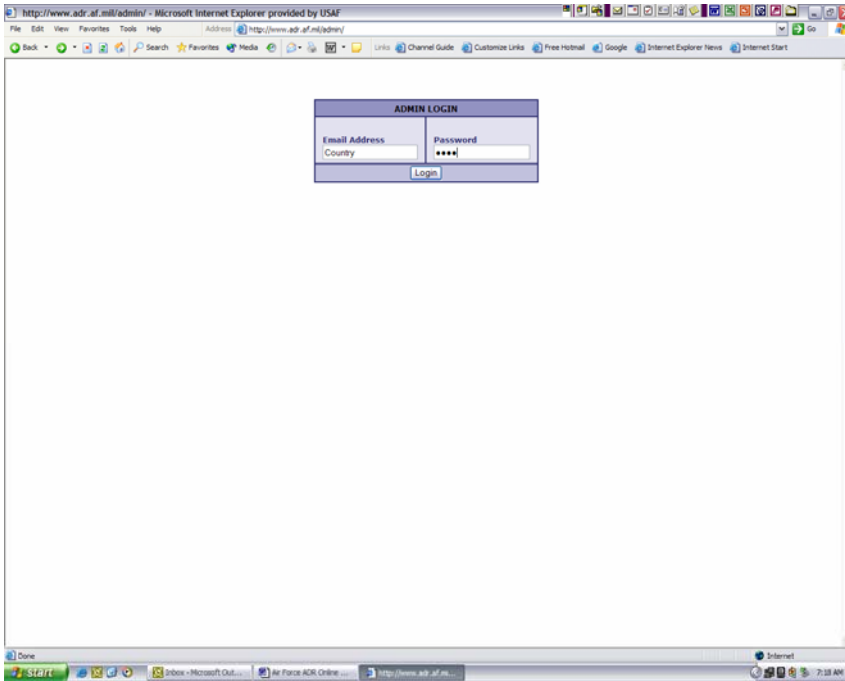Click on "MAJCOMs Only!" link to access admin module
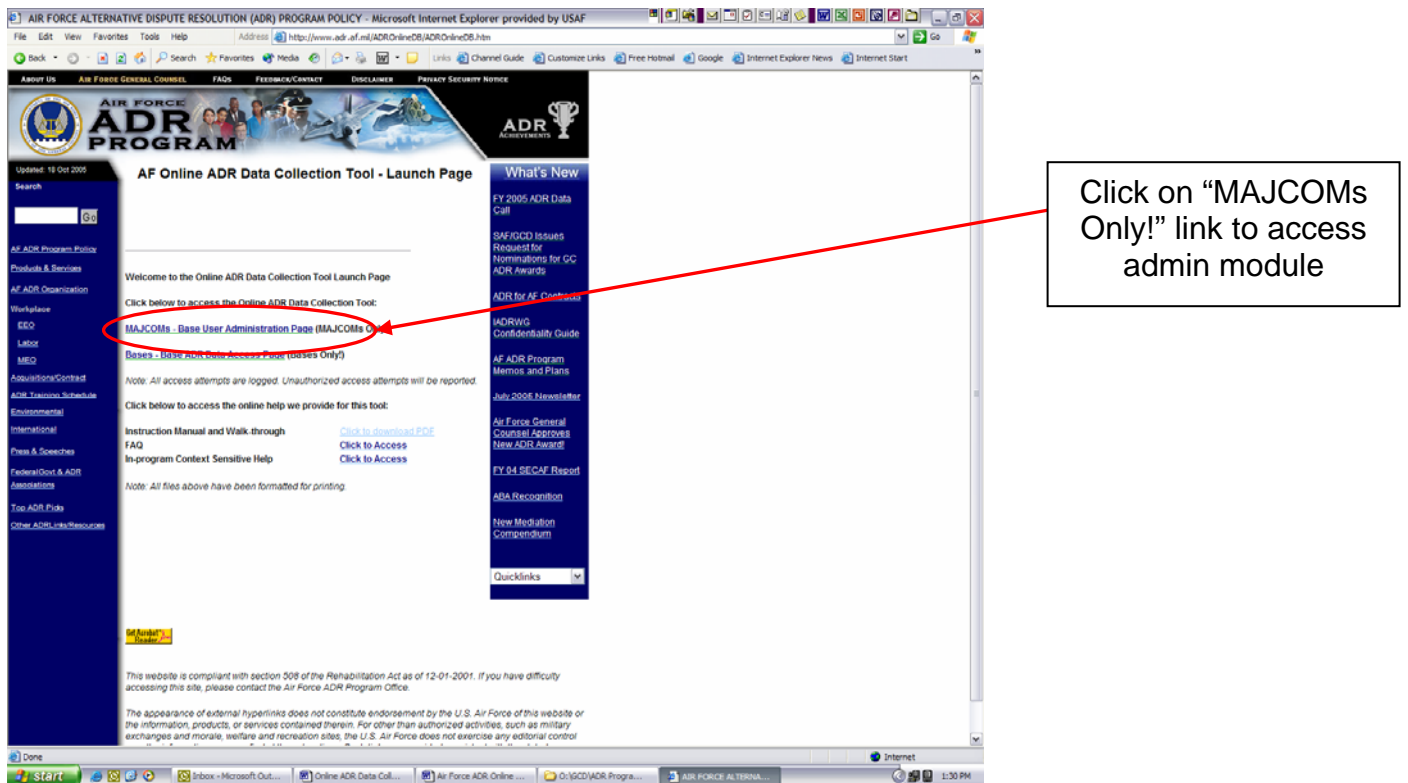
Once you access the module, you're presented with the Admin Login screen, shown in Figure 3.

Figure 3. Admin Login Screen

Type in your user ID and password in the spaces provided and click the "Login" button. See Figure 4 for an example, using "Country" as the ID and "test" as the password.

Figure 4. Sample Admin Login

After logging in, you will be presented with the admin screen as shown in Figure 5. As you can see, there's not much to click on here. All the action is on the toolbar in the upper left, as indicated by the red circle in Figure 5.

Figure 5. Admin Screen
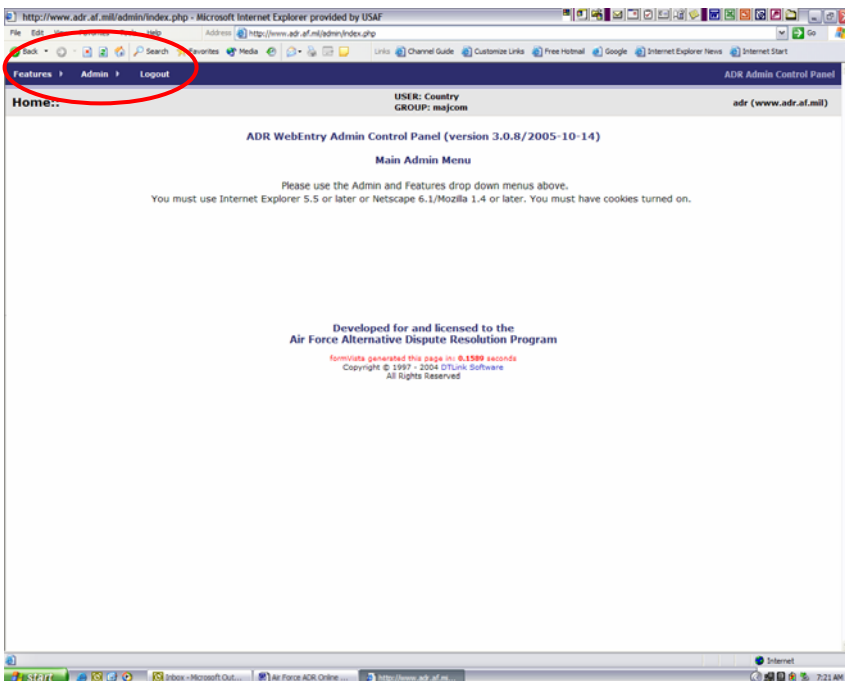
Clicking on the "Admin" link in the menu bar brings down a dropdown menu of "Users." Clicking on this allows you to browse current authorized users, or add new users. Once in the system, users can be deleted or their information and access rights changed. Let's begin. If you want to see the list of users, click on "Browse." This will take you to a list of authorized users currently in the system (if any) and their access level. See Figure 6 for an example of "users" that have already been loaded into the system.

Figure 6. User Management Page
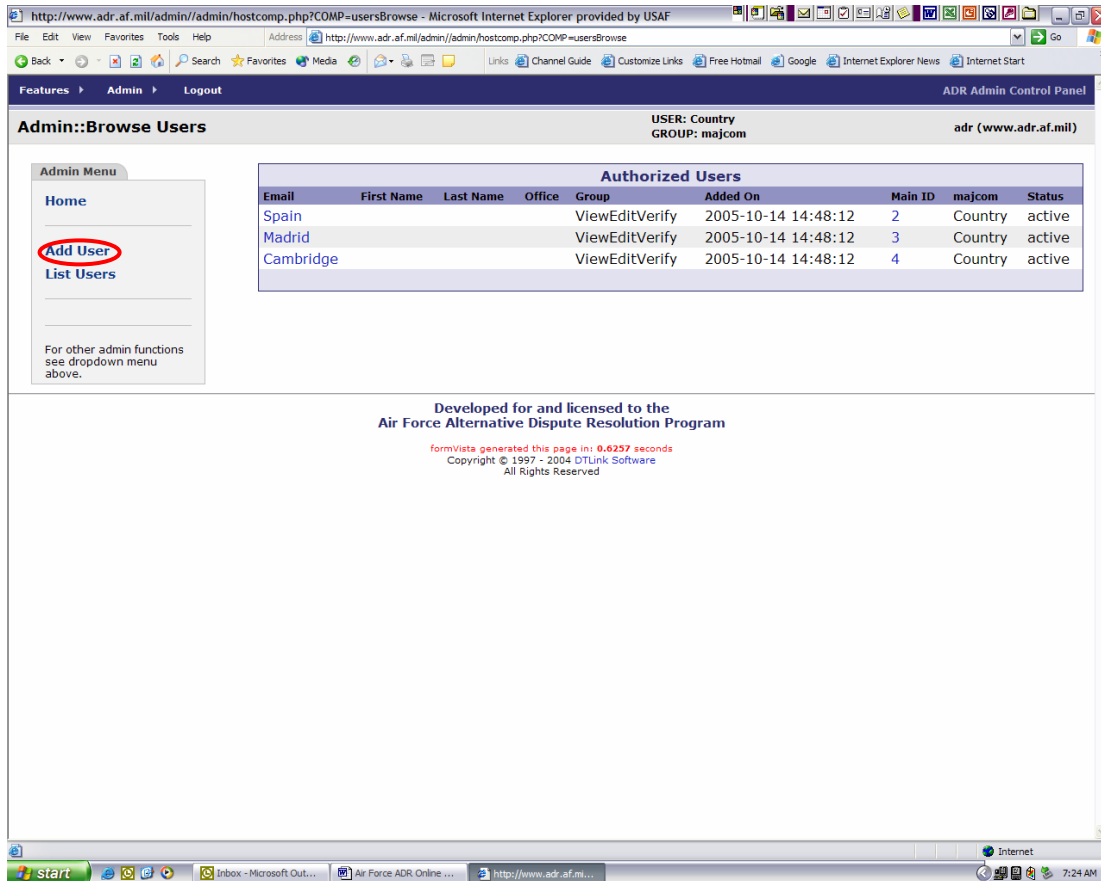
If you want to add a new user, click on the "Add User" link (circled in red in Figure 6). This will bring up a new page for you to enter information for the new user. See Figure 7. The most critical information is the new user's "email" address and password, and level of access (there are three levels of access for base personnel: view only, view and edit, and view, edit, and verify). The email address you enter here can be the user's actual e-mail address, or anything else you specify. Whatever you put here will serve as the user's User ID. When authorizing access, you'll want to make sure that at least one individual at each of your bases has full "ViewEditVerify" access rights to the data entry module so the base's report can be properly completed.

On the "Add User" page you can also supply the new user's name, phone number and office symbol if you desire. This information is optional, but it's a good idea to supply it anyway so you know who your base POC(s) is/are if you need to discuss the base's report with them. Especially if you authorize multiple users at a single base, you'll want to supply names and contact information in order to distinguish between them.

Figure 7. Add New User

To illustrate how you can add new users, let's add the fictional "Tom Terrific" as a new user. See Figure 8 on the next page. For purposes of this demonstration, we're including the new user's name and contact information.

Figure 8. Add New User
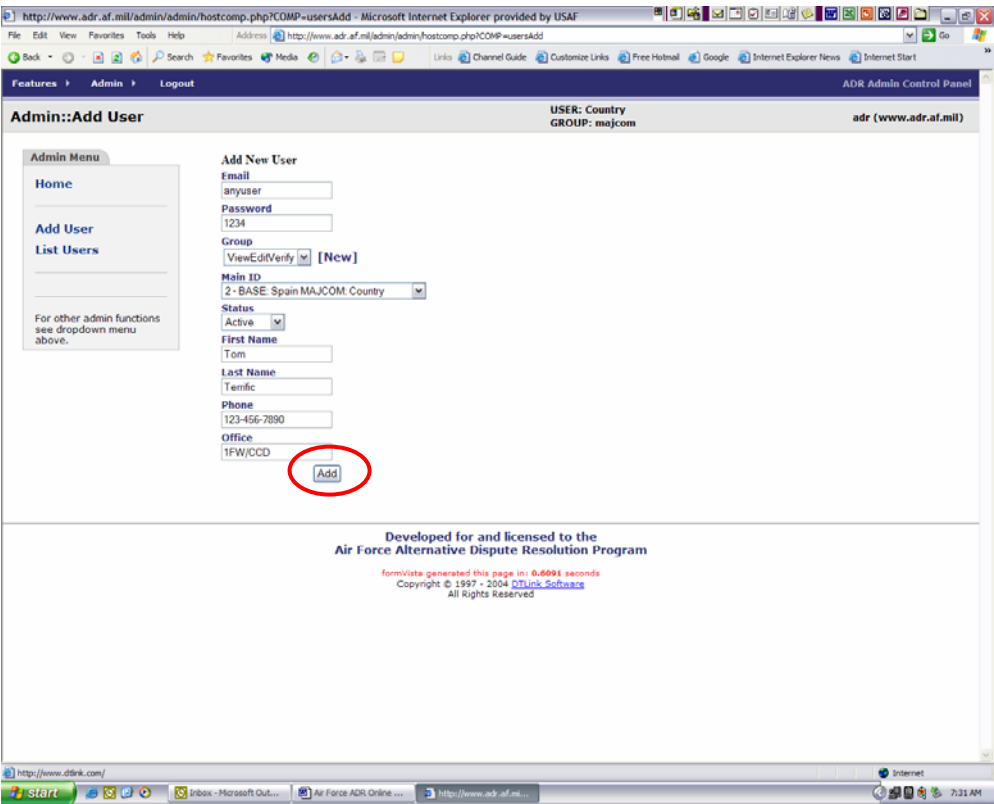
After filling in the fields, click on the "Add" button, circled in red in Figure 8. This will give you a new screen showing the new user, as shown in Figure 9.

Figure 9. New User Added
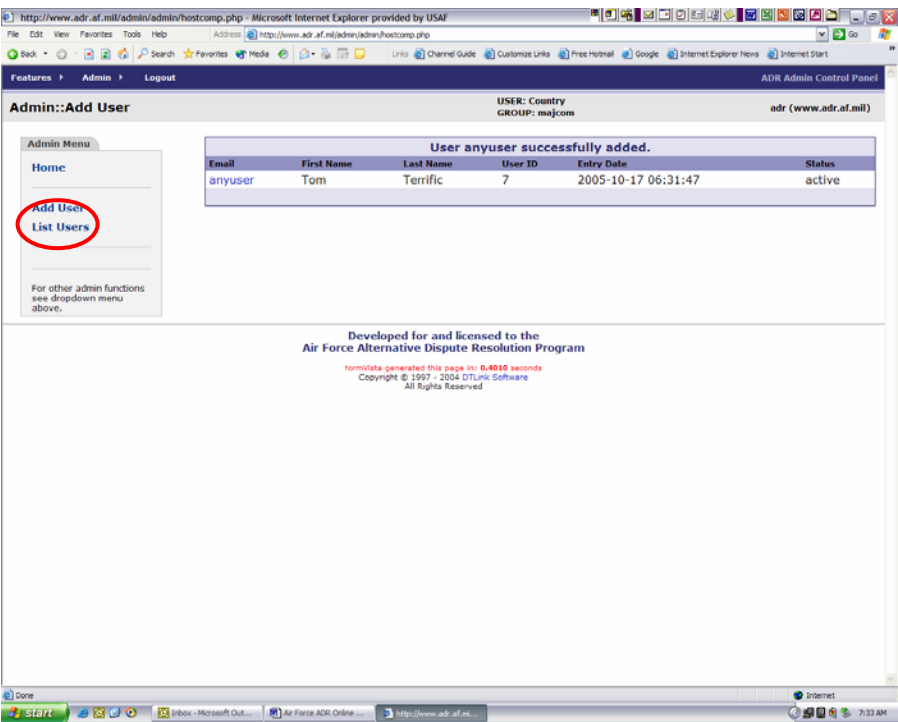
Now click the "List Users" link (circled in red in Figure 9), and your user list will be updated to include the newly added user, "Tom Terrific." See Figure 10. As shown in the highlighted listing, Tom has view, edit and verify rights for his base's report. Click on "Add User" again if you need to add another users.

Figure 10. Updated User List

What if you want to edit a user's information or remove the user altogether from the list? You do that by clicking on the user under the "Email" column in the list of authorized users. This will take you to an "Edit User" screen for that user. For example, if you want to edit "Spain's" user data, or delete "Spain" altogether, click on "Spain" under the "Email" column as shown in Figure 8. This will take you to the "Edit User" screen for Spain, as shown in Figure 11.

Figure 11. Edit User Screen

You can delete this user by clicking on the "Delete Spain" button, or you can enter changes to the user's information and click the "Update" button. If we go ahead and delete Spain, the program takes us back to the list of users, however Spain is no longer there. See Figure 12.

Figure 12. User Deleted

Once you're finished with the user list, click on "Home" to return to the home screen. From there you can logout by clicking "Logout" on the menu bar as shown by the red arrow in Figure 13.

Figure 13. Home Admin Screen
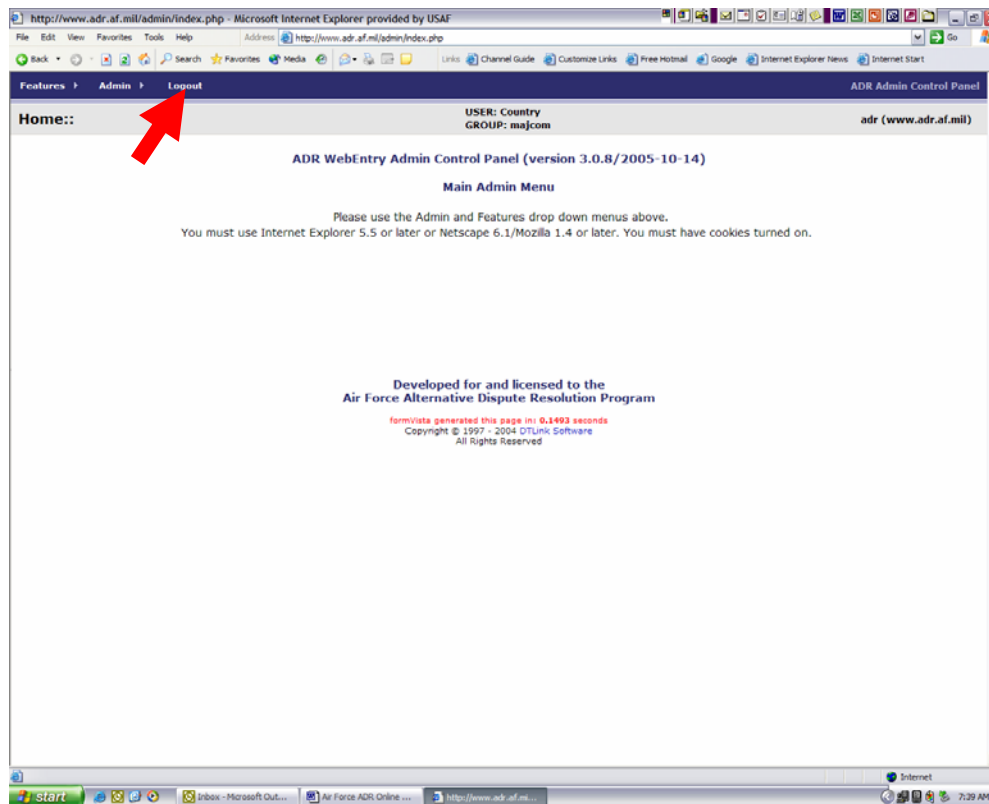
That's all there is to the admin functions for this program. Initially, SAF/GCD will assign one user ID and one password for each base in your MAJCOM. Single-site DRUS and FOAs (AF Academy, 11th Wing/AFDW and AIA) will have a user ID and password that will log them in to both the admin module and the data entry module. The user IDs will be in an e-mail address format, identifying both the base and the MAJCOM (or DRU/FOA). For example, Eglin AFB would have the following user ID: "Eglin@AFMC.adr." This particular format is not required for user IDs, but it is the format that was used for testing the program and was therefore felt safest to use in the initial rollout. MAJCOM ADR Champions or their designees can access the admin module using their user ID and password at any time to add new users at their bases or change user IDs and passwords for their bases as they deem necessary.

If you have any questions about use of the admin module, check out the online FAQ file, or contact SAF/GCD. Technical questions about use of the admin module should be directed to Ervin Warner at DSN 425-2208, or by e-mail to ervin.dawsonwarner@pentagon.af.mil. Other questions can also be directed to Marc Van Nuys at DSN 425-2221, or by e-mail to marc.vannuys@pentagon.af.mil.